



U.S. General Services Administration

Federal Acquisition Service

Office of Assisted Acquisition Services



GSA Mission Statement

“The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to government and the American people.”

➤ Agile Organization

- *Streamlined processes and dedicated acquisition team*

➤ Innovative and Flexible Solutions

- *Customize acquisition solutions*

➤ Savings

- *Proven track record of saving time and money*

➤ Understanding Your Needs

- *Continuous Process Improvement Requirements*

Agile Organization

➤ Regional Head of Contracting Activity Control

- *Approval authority for large acquisition plans, extended T&M usage, multi-year contracting, various performance incentives, etc.*

➤ Streamlined Acquisition Processes, Tools and Controls

- *Electronic Contracting Systems and Financial Management (ITSS)*
- *Electronic Review and Approval (e-Approval, Acquisition Planning Module)*
- *Electronic Project Management (Workflow, Google Plus, WebEX, etc.)*

➤ Experienced Acquisition Workforce

- *Dedicated Acquisition Team – Customer Focused*
- *Contracting Officer, Contract Specialist, Financial Manager, Small Business Specialist, Legal Counsel, Competition Advocate*

➤ Reach-out Capability for Additional Capacity

Innovative and Flexible Solutions

Customer Focused...



➤ **Customized Acquisition Solutions**

- *We don't put you into a box*
- *The "right" acquisition is the one that works for you!*

➤ **Expertise Acquiring Full Suite of Professional Services**

- *Information Technology Services, Professional Management Services, Engineering Services, Logistics, Consulting Services (which includes continuous process improvement), Energy, Environmental, Financial, etc.*

➤ **No Restrictions on Contract Vehicles**

- *Schedules, GWACs, BPAs, IDIQs, Open Market, Other Agency-Wide Contracts*

Innovative and Flexible Solutions

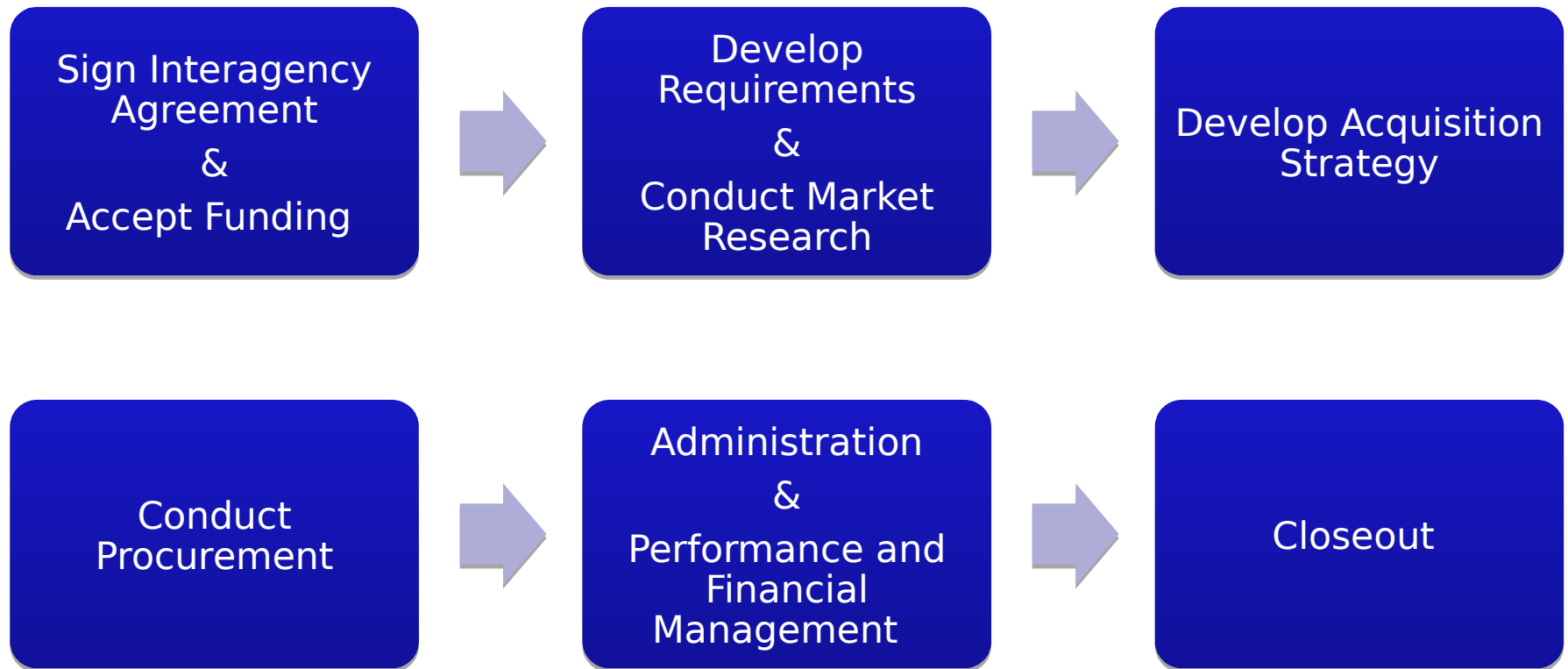
- **No Restrictions on Contract Types or Dollar Value**
 - *FFP, T&M or LH, Cost, Hybrids (What makes sense?)*
- **Focused on Streamlining Acquisitions**
 - *Interview Style Oral Evaluations*
 - *Multi-Phased Procurements*
- **Small Business**
 - *Focused on small business solutions and you get the credit*
- **Cradle-to-Grave Support**
 - *From award, kick-off, administration to closeout*
 - *Respond to protest and contract FOIAs*

Innovative and Flexible Solutions

➤ Real-Time Financial and Performance Management on Demand

- *Customized Dashboards for Performance Management*
- *Financial Reports Live On-Demand*
 - *Task Overview and Summary Reporting*
 - *Obligations/Expenditures Reporting*
 - *Burn Rate Trends (by contract and funding document)*
 - *Modification and Task Line Tracking*
 - *Exportable to Excel, PowerPoint, and .pdf*
- *Electronic Contract File – Central Repository*
 - *Drop-Box for Contract Deliverables*
 - *Create Action Items for Stakeholders*
 - *Uniform Access to Contract Documents*

AAS Process Overview



Closely Collaborating with the Customer at Every Step...

Pre-Award Services

- ✂ Work directly with the customer agency
- ✂ Sign the Interagency Agreement (IA)
- ✂ Perform requirements analysis
- ✂ Conduct market research
- ✂ Finalize Statement of Work (SOW) or Performance Work Statement (PWS)
- ✂ Develop Independent Government Cost Estimate



Pre-Award Services

- ✂ Develop acquisition strategy and options
- ✂ Develop acquisition plan
- ✂ Prepare Request for Proposal (RFP)
- ✂ Issue solicitation and responds to questions
- ✂ Conduct industry days and pre-solicitation meetings
- ✂ Ensure utilization of performance-based contracting and other streamlined procurement techniques



Pre-Award Services

- ✂ Review and evaluate proposals
- ✂ Prepare documentation
- ✂ Ensure compliance with all applicable federal acquisition regulations and policies
- ✂ Sign contracting documents
- ✂ Award task order/contract
- ✂ Provide legal review and support



Post Award Services

- ✕ Provide COTR support
 - ✕ Track deliverables against the timeline
 - ✕ Manage milestones, schedules, and costs
 - ✕ Monitor the industry partner's performance
 - ✕ Accept, review and approve invoices
 - ✕ Perform problem resolution
 - ✕ Chair progress reviews
 - ✕ Perform contract close-out
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Financial Management

- ✂ Manage project funding and provide reports to customer
- ✂ Provide live electronic reports available through our Acquisition System (ITS)
- ✂ Accept invoices and prepare receiving reports
- ✂ Pay industry partner invoices
- ✂ Return unused funds

